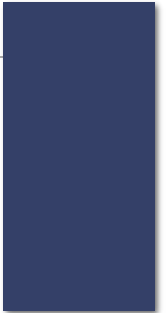




# Accessing Grant Funding (FY24) Workshop

CITY OF MEMPHIS DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT



**Grants Open:** December 5, 2022 @ 8 a.m.

**Grants Close:** January 31, 2023 @ 4 p.m.

# TODAY'S AGENDA

---



**FY24  
PROGRAMS**



**SUBMISSION  
PROCESS**



**INTRODUCE  
ONLINE PORTAL**



**BREAKOUT  
SESSIONS**

# SCIF Workshop

## Purpose

- ❖ Provide an overview of this year's funding opportunities.
- ❖ Review guidelines and requirements.
- ❖ Discuss the electronic submission.
- ❖ Have discussions with program experts during breakout sessions.
- ❖ Discuss trainings on the electronic portal.

# Strategic Community Investment Funds (SCIF)

---



- ❖ FY24 (July 1, 2023 – June 30, 2024)
- ❖ Competitive Funding Process
- ❖ Application and selection process consistent and clear.
- ❖ Available for projects benefiting low/mod persons.
- ❖ Consolidated Plan Alignment (Priorities/Goals)
- ❖ **Threshold Requirements MUST** be met.
- ❖ Deficient applications will not be advanced for review.
- ❖ Cash Reimbursement
- ❖ City of Memphis Insurance Requirements
- ❖ Funds Awarded
  - Eligible Nonprofit Organizations.
  - For community development and service programs.
  - Applications must have a **minimum score of 75** to be considered.

# HCD Programs & SCIF Funding Areas – FY24

---

## HOMELESS and SPECIAL NEEDS DEPARTMENT

- ❖ Emergency Solutions Program Grant (ESG) - **\$560K**
- ❖ Housing Opportunities for Persons with AIDS (HOPWA) - **\$3.0M**
- ❖ HOME Funded Tenant-Based Rental Assistance (Home TBRA) - **\$600K**
- ❖ Community Service Grant - **\$350K**

## OFFICE OF NEIGHBORHOOD ENGAGEMENT

- ❖ Neighborhood Partnership Grant (NPG) - **\$200K**

# SCIF FY24 Timeline

- ❖ Grants Open **December 5, 2022 @ 8:00 a.m.** (Note: all grants must be submitted via online portal)
- ❖ Pre-Grant Application Workshop **December 5, 2022 @ 1pm**  
Location: Dr. Benjamin Hooks Public Library
- ❖ "How-2" Submit HCD Grants Workshop – **January 19, 2023 @ 6pm**
- ❖ Online Portal Trainings – **December 12, 2022 @ 10:00 am** and **January 12, 2023 @ 2pm** (Virtual Trainings)
- ❖ Application Deadline – **January 31, 2023 @ 4:00 p.m.**
- ❖ Applicant Interviews held, if applicable/requested (TBD)
- ❖ Award letters mailed by **April 30, 2023**
- ❖ Contracting process begins around **May 15, 2023**
- ❖ Contract executions begin **July 1, 2023**

\* This timeline is tentative and subject to change.

# Emergency Solutions Grant (ESG)

Funding Source: ESG Federal Entitlement Funds

# Emergency Solutions Grant

Funding Source: ESG

---

- ❖ The Emergency Solutions Grant seek to improve the quality of life for homeless citizens through funding for activities to help homeless families move toward independent living and to prevent homelessness.
- ❖ Program activities are designed to be the first step in a continuum of services for homeless persons toward independent living.
- ❖ Match Requirements - dollar for dollar.
- ❖ Average Award is \$50,000 contingent on the availability of Federal funds.
- ❖ Eligible Applicants
  - Nonprofit organizations that serve the homeless population.
  - Demonstrate at least one year of operating experience and serving the community.



# Emergency Solutions Grant

---

## Eligible Activities

- ❖ Street Outreach
- ❖ Emergency Shelter
- ❖ Homeless Prevention
- ❖ Rapid Re-housing
- ❖ Homeless Management Information System (HMIS)



# Housing Opportunities for People With AIDS/HIV (HOPWA)

Funding Source: HOPWA Federal Entitlement Funds

# Housing Opportunities for Persons with AIDS

Funding Source: HOPWA

---

- ❖ The Housing Opportunities for Persons with AIDS program assist low-income individuals diagnosed with HIV/AIDS and their family members who live with them.
- ❖ Eligible Applicants
  - Nonprofit Organizations Only
  - Demonstrate at least one year of experience in serving its community.
  - Clients must be documented with HIV/AIDS diagnosis and meet HUD income guidelines for the county of their residence within the service area.
  - Average Award ~\$400K annually contingent on the availability of Federal funds
  - Must increase the availability of decent, safe and affordable housing for low-income persons living with HIV/AIDS.
  - Must be in Fayette, Shelby, and Tipton Counties in Tennessee, DeSoto, Marshall, Tate, and Tunica Counties in Mississippi, and Crittenden County in Arkansas.

# Housing Opportunities for Persons With AIDS (HOPWA)

---

## Eligible Activities

- ❖ Acquisition and/or rehabilitation
- ❖ New Construction of SRO's or community residences
- ❖ Operating costs for housing
- ❖ Short-term supported housing
- ❖ Rental Assistance
- ❖ Short-Term Rent Mortgage, and Utility (STRMU)
- ❖ Permanent Housing Placement
- ❖ Housing information
- ❖ Resource Identification
- ❖ Supportive Services



# HOME-Funded Tenant Based Rental Assistance

Funding Source: HOME

---

- ❖ The HOME-TBRA program provides rental assistance to low-income persons who are homeless and have special needs.
- ❖ Eligibility
  - Non-profit organizations with 501(c)(3) tax exempt status, current TN charter, financial statements/audit, general liability insurance
  - Must serve clients whose income is 60% or below the median income and who are at risk of homelessness and have a special need
  - Clients must have an income and pay 30% of the rent and a portion of utilities
- ❖ Average Award Amount is \$300,000 contingent on the availability of Federal funds.
- ❖ Eligible Activities include:
  - Rental Assistance
  - Utility Assistance

# Community Services Grant (CSG)

Funding Source: Community Development Block Grant  
Federal Entitlement Funds

# COMMUNITY SERVICE GRANT

## Funding Source: CDBG

---

❖ CSG is a competitive funding source to provide supportive services primarily for youth, houseless individuals, and other special needs populations which includes but is not limited to the following.

- Persons with HIV/AIDS
- Persons dealing with mental illness
- The elderly
- Chronic substance abusers
- Persons with developmental and/or physical disabilities
- Victims of domestic violence
- Youth aging out of foster care
- Veterans



# CSG

---

- ❖ Public Services
- ❖ Public Facility Improvement
- ❖ Agency must be in operations at least one year.
- ❖ Maximum Award Request - \$50,000 for two years.





# Neighborhood Partnership Grant (NPG)

Funding Source: City Funds

# Neighborhood Partnership Grant

Funding Source: City of Memphis

---

❖ The Neighborhood Partnership Grant provides funding for neighborhood service-oriented programs that benefit neighborhoods.

❖ Eligibility

- Nonprofit Organizations Only
  - Business/Economic Development
  - Community Development
  - Community Initiatives

❖ Demonstrate at least one year of experience in serving its community.

❖ Maximum Request - \$15,000

# Neighborhood Partnership Grant

---

## ❖ Eligible Activities include:

- Workforce Development
- Youth Development
- Economic Development
- Activities that Support Affordable Housing
- SBE/MBE/WBE Programs
- Job Creation
- Neighborhood Clean-Ups
- Capacity Building



**Frayser CDC – Agnes Place**



**Memphis Black Arts Alliance**



**Neighborhood Christian Center**

# Program Compliance

---

The Compliance & Monitoring Department is responsible for ensuring all Federal Programs (CDBG, ESG, HOME & HOPWA) administered by HCD comply with federal guidelines and cross-cutting regulations which are established by the U.S. Department of Housing and Urban Development (HUD). The primary focus of Compliance Monitoring is threefold:

- ❖ Ensuring sub-recipients comply with grant guidelines and federal cross-cutting requirements, which include:
  - Program Eligible Activities
  - Serving Persons earning 80% or less of AMI (ex. Household earnings = less than ~\$33K annually)
  - Ensuring Project Affordability Periods
  - Environmental Review
  - Labor Standards
  - Americans with Disability Act Guidelines (ADA) & Section 504
- ❖ Monitoring program and project
- ❖ Providing technical assistance to internal program managers and external sub-recipients

# Contract Insurance Requirements

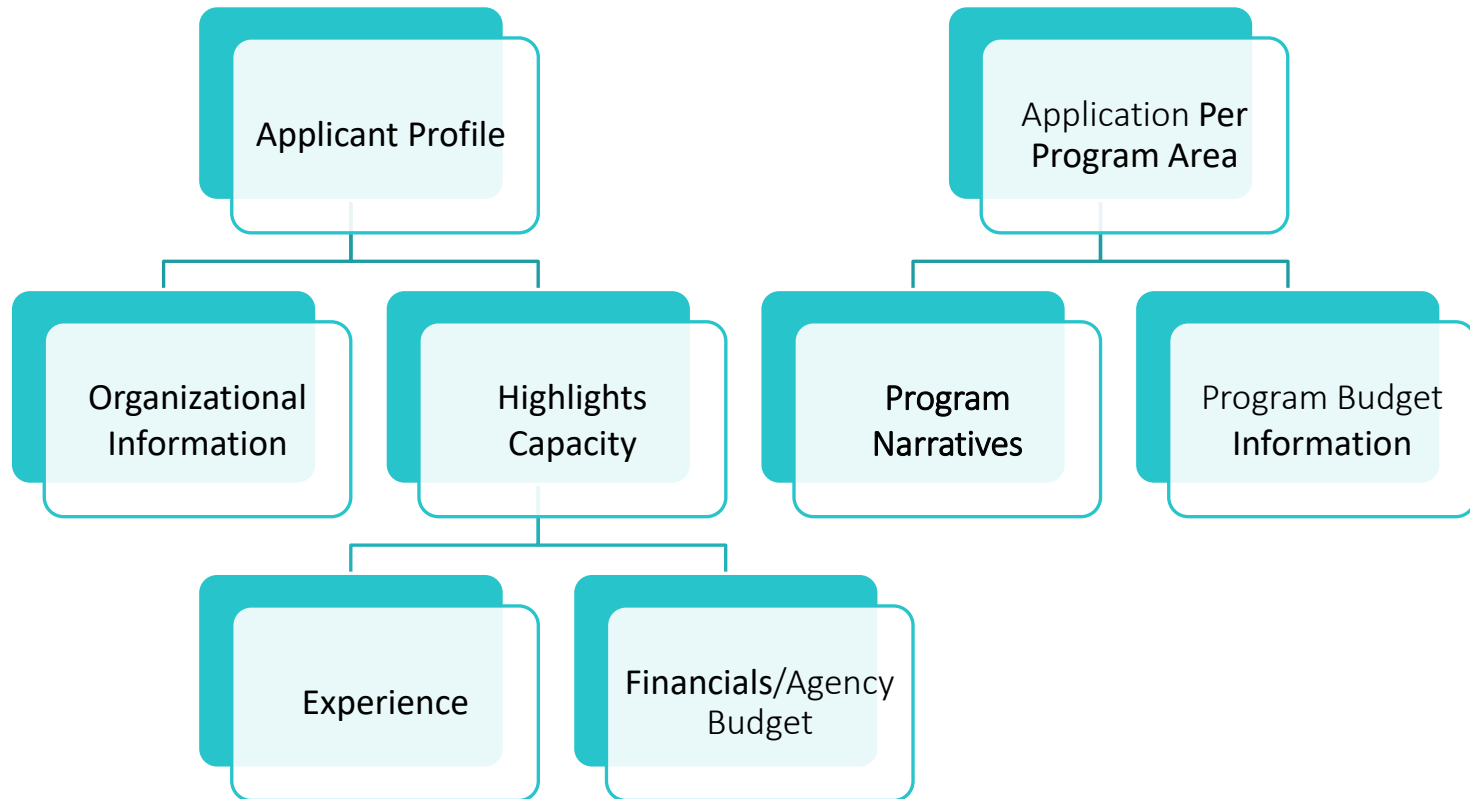
---

- ❖ All City of Memphis insurance requirements must be met at the time of contract.
- ❖ Approved Waivers
  - Automobile
  - Workmen's Comp

*Note: Program staff will review specific requirements during breakout sessions.*

# SCIF Application Components

---





# Agency Budget Overview

---

- ❖ This is a **threshold item**. If not attached, your application will not be advanced for review.
- ❖ Add where requested in the "**PROFILE** section".
- ❖ This budget provides a view of your overall **AGENCY** financials (i.e., revenues, expenses, etc.)
- ❖ Excel workbook provided is the only acceptable format.

Agency Name:	enter agency name here		
Agency Fiscal Year:	Enter agency fiscal year		

REVENUE	Actual FY2021 Budget*	Current FY2022 Budget*	Estimated FY2023 Budget*
Agency Fund-raising			
Donations			
Government Grants (Public)			
Loans			
Non-Govt. Grants			
Fees for Services			
Other Income			
<b>TOTAL REVENUE (A)</b>	0	0	0

EXPENDITURES	Actual FY2021 Budget*	Current FY2022 Budget*	Estimated FY2023 Budget*
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Subscriptions/Memberships			
Communications			
Materials and Supplies			
Occupancy / Rent			
Local Transportation			
Client Services			
Major Equip. Purchases			
Bookkeeping/Audit			
Bank Fees & Interests			
Utilities			
Postage			
Phone Services			
Other			
<b>TOTAL EXPENDED (B)</b>	0	0	0

BALANCE (A-B)	Actual FY2021 Budget*	Current FY2022 Budget*	Estimated FY2023 Budget*
Revenue - Expenditures	0	0	0

◀

>
≡
Instruction
Agency budget
+



# Program Budget Overview

---

- ❖ This is a **threshold** item. If not attached, application will not be advanced for review.
- ❖ Upload and attach in the "**Program/Application**" Section ONLY.
- ❖ This budget is specific to the PROGRAM activities being proposed (i.e., staffing, utilities, travel, etc.).
- ❖ The Excel Workbook template provided **MUST** be used. This is the only acceptable format.



	A	B	C	D
3	Program Name:	Enter program name		
4	Proposed Funding Period (from/to):	Enter agency fiscal year		
5	Gray cells are locked. Enter information in white cells.			
6				
7	<b>Line Items</b>	<b>Total ESG Budget</b>	<b>Total Non-ESG Budget</b>	<b>Total Program Budget</b>
8	<b>REVENUE</b>			
9	Agency Fund Raising	\$ -		\$ -
10	Grants & Contracts	\$ -		\$ -
11	Fees for Services	\$ -	\$ -	\$ -
12	<i>Other Income (enter source)</i>	\$ -		\$ -
13	<i>Other Income (enter source)</i>	\$ -	\$ -	\$ -
14	<i>Other Income (enter source)</i>	\$ -	\$ -	\$ -
15	<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
16	<b>Emergency Shelter</b>			
17	Renovation			\$ -
18	Operation			\$ -
19	Essential Services	\$ -	\$ -	\$ -
20	URA Assistance	\$ -	\$ -	\$ -
21	<i>Other (enter)</i>	\$ -	\$ -	\$ -
22	<i>Other (enter)</i>	\$ -	\$ -	\$ -
23	<b>Street Outreach – Essential Services</b>			
24	Engagement	\$ -	\$ -	\$ -
25	Case Management	\$ -	\$ -	\$ -
26	Emergency Health Svcs.	\$ -	\$ -	\$ -
27	Emergency Mental Health Services	\$ -	\$ -	\$ -
28	Transportation	\$ -	\$ -	\$ -
29	Services to Special Populations	\$ -	\$ -	\$ -
30	<i>Other (enter)</i>	\$ -	\$ -	\$ -
31	<i>Other (enter)</i>	\$ -	\$ -	\$ -
32	<b>HMIS</b>			
33	Hardware, Equipment, & Software		\$ -	\$ -
34	Staffing		\$ -	\$ -
35	Training & Overhead	\$ -	\$ -	\$ -
36	<i>Other (enter)</i>	\$ -	\$ -	\$ -

<
>
≡
Instructions
Program Budget
Budget for Personnel
ESG Staffing Charts
Justification
+

Complete every worksheet in the workbook.

# SCIF Application Review

---

Completeness and  
Eligibility Reviews

- By Program Staff

Application  
Reviewed & Scored

- By Independent/External Review Teams of Industry Experts.

Notifications

- Award Approvals or Denial Letters

# SCIF Submission Requirements

---



## Electronic Submission

Electronic Applications links found on the HCD page from [www.memphistn.gov](http://www.memphistn.gov). Click "funding opportunities."

Applicant Profile

Project Applications



## Set Deadline

**January 31, 2023 at 4:00 p.m.** via electronic submission portal.

# Submitting Your Grant

FY24

# Electronic Submission Process

---



## Access

Access links to applications from HCD web page. Select "Funding Opportunities".



## Create

Create an account with email and password.



## Profile

Complete Applicant Profile

- Agency information, upload required documents, agency budget, experience narratives, electronic certification.
- Move to Application.



## Program Application

Complete program application(s)



## Save/Submit

Applications can be saved until ready for submission.

# HCD WEBSITE

---

## Emergency Solutions Grant Program (ESG)

The **Emergency Solutions Grant Program** seeks to improve the quality of life for homeless citizens through funding for activities to help homeless families move toward independent living and to prevent homelessness. Applicants must meet the following criteria in order to be considered eligible.

- Non-profit organization with at least one year of experience in serving its community.

### Focus

- Increase the number and quality of emergency shelters for the homeless.
- Provide Essential Social Services for the homeless
- Provide Financial Assistance to Prevent Homelessness

[Click here to access the Emergency Solutions Grant Program Online Application \(opens on December 15\)](#)

ESG Program Budget [Download](#)

ESG Agency Budget [Download](#)

[Click here to view the Emergency Solutions Grant Application Guidelines \(PDF\)](#)

– Note all applications must be completed electronically

# Electronic Portal

City Intranet - City of Memphis x Coleman, Tenya C. : 2020 x Mail - Albertson, Mairi - x FY2021 SCIF Presentation x City of Memphis - Zeng x wh 2020\_tbra x wh 2020\_nedo x

webportalapp.com/sp/login/2020\_tbra


## Welcome to the HOME-Funded Tenant Based Rental Assistance (TBRA) Portal

If you are a new user, please sign-up with your email address and password. If you are a returning user, log in with the credentials you created previously.

If you have forgotten your password, please click the "Forgot Password" link to reset.

### Sign In

Email

Password  

[Log In](#) [Forgot your password?](#)

### Need an Account?

[Sign Up](#)

powered by **wizehive**

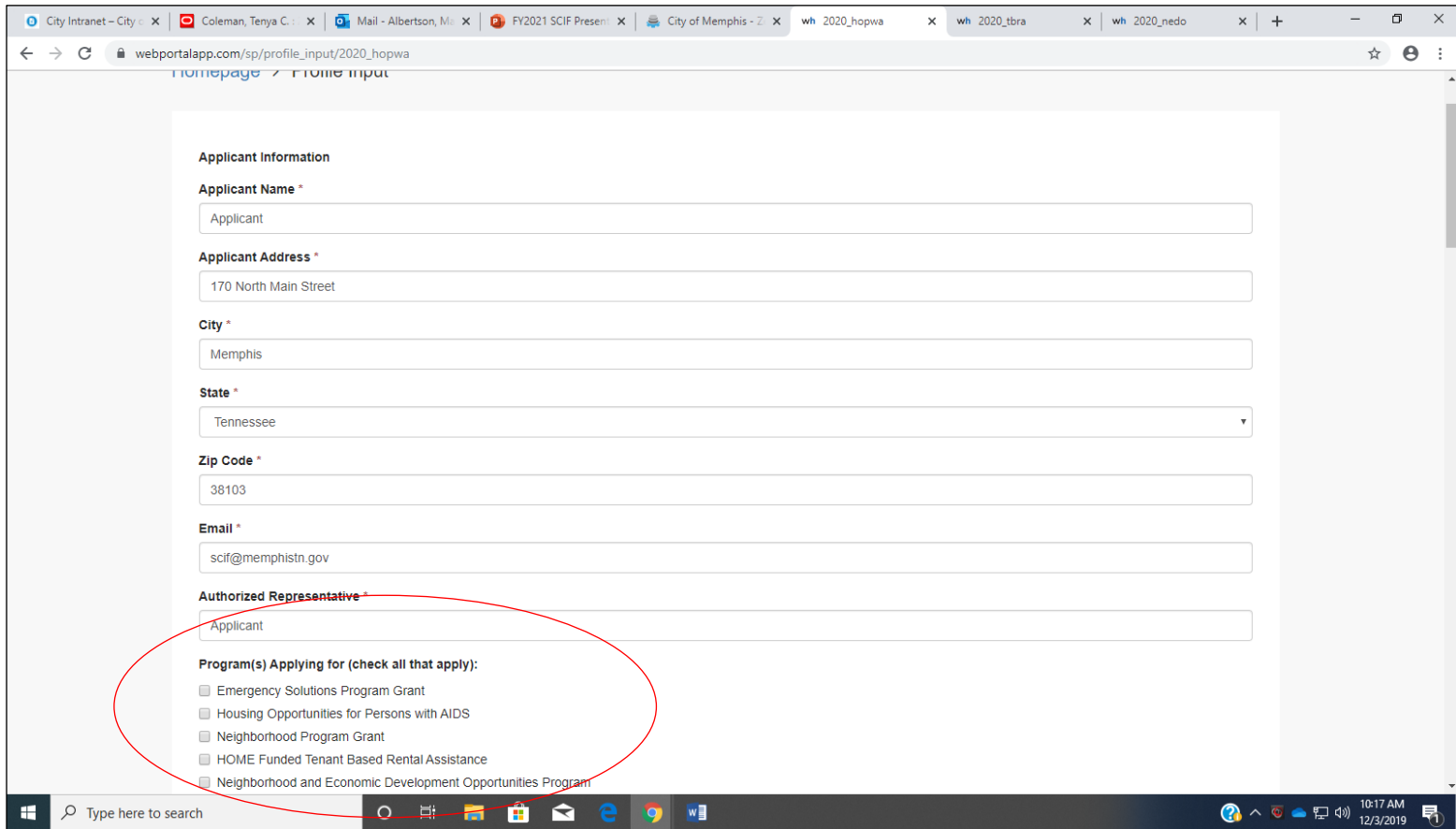
[Privacy - Terms](#)

Type here to search

10:14 AM 12/3/2019



# Electronic Portal – Applicant Profile



City Intranet – City of Memphis X Coleman, Tenya C. X Mail - Albertson, M. X FY2021 SCIF Present X City of Memphis - Z X wh 2020\_hopwa X wh 2020\_tbra X wh 2020\_nedo X

webportalapp.com/sp/profile\_input/2020\_hopwa

homepage / Profile Input

**Applicant Information**

**Applicant Name \***

Applicant

**Applicant Address \***

170 North Main Street

**City \***

Memphis

**State \***

Tennessee

**Zip Code \***

38103

**Email \***

scif@memphistn.gov

**Authorized Representative \***

Applicant

**Program(s) Applying for (check all that apply):**

- ☐ Emergency Solutions Program Grant
- ☐ Housing Opportunities for Persons with AIDS
- ☐ Neighborhood Program Grant
- ☐ HOME Funded Tenant Based Rental Assistance
- ☐ Neighborhood and Economic Development Opportunities Program

10:17 AM 12/3/2019

The screenshot shows a web browser window with the URL [https://webportalapp.com/sp/profile\\_input/cityofmemphiscdp](https://webportalapp.com/sp/profile_input/cityofmemphiscdp). The page title is "Experience Narrative". Below the title, there is a paragraph of instructions for the applicant. The "Upload Narrative" section includes a file selection button and a text area. The "Required Documents" section lists four items: "Mission Statement", "IRS Form 1099", "Authorization to Release Information", and "Personal Financial Statement", each with a file selection button. A red oval is drawn around the text "Threshold Items" on the right side of the page.

## Experience Narrative

For the applicant, please describe in no more than five (5) double-spaced, typed pages, the following: (1) Experience and knowledge in serving clients that are targeted by the grant funds, if applicable. (i.e., the homeless for ESG grant, persons with AIDS for HOPWA grant, homeless and special needs population for HOME TBRA) (2) Experience and knowledge in programs similar to those proposed in the application. For example, applicants for Emergency Solutions Grants should describe their experience in working with the homeless, operating an emergency or transitional shelter for the homeless, providing supportive services to the homeless, and providing services to help prevent homelessness. Similarly, applicants for CHDO funds should describe their experience in housing programs.

### Upload Narrative

No more than five (5) double-spaced, typed pages.

+ Select a file

## Required Documents

Please upload required documents for selected program(s)

### Mission Statement

+ Select a file

### IRS Form 1099

+ Select a file

### Authorization to Release Information

+ Select a file

### Personal Financial Statement

Threshold Items

# Electronic Portal – Applicant Profile

# Electronic Portal – Narrative Input (Sample)

The screenshot shows a web browser window with the address bar displaying [https://webportalapp.com/sp/task\\_item\\_primary\\_input/hopwa](https://webportalapp.com/sp/task_item_primary_input/hopwa). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for City Intranet, Resources, and other applications. The main content area contains four numbered instructions for providing narrative input, each followed by a large text input box.

1. Provide a three or four sentence synopsis of your proposed program including a description of the service area in which you propose to work, the proposed housing and services, and the number of clients you intend to serve.

2. Briefly describe the proposed project including the eligible HOPWA activities for which funding is requested, the type of housing and/or housing related services proposed, the particular HIV/AIDS population to be served, the number of persons to be served by each activity and the term of the proposed funding. Please remember that the period of funding is ONE year from July 1, 2018 through June 30, 2019.

3. Describe the population to be served by the proposed HOPWA project including: a) their characteristics and needs for housing and supportive services; b) where they will come from; and c) outreach that will bring them into the project. The description must demonstrate that the population meets HUD's criteria for eligibility to receive HOPWA-funded services and housing. Additionally, you should describe the needs of the group that the project will serve indicating the type of housing and supportive services they will need. The description should show that the project will be coordinated with services and housing provided by other service providers for persons with HIV/AIDS.

4. Describe the housing where the program participants will reside including: a) the type of housing (short-term supported housing facilities / emergency or transitional shelters, single room occupancy facilities, community group homes, privately owned homes or apartments, housing owned or leased by nonprofit agencies, etc.); b) the number of units of housing that will be provided; c) the number of individuals / households to be served; d) describe how you will ensure that the units will be accessible to persons with disabilities in accordance with applicable laws; e) describe any limits on a resident's length of stay; f) describe how the type, scale and other characteristics of the housing are appropriate for and meet the needs of the target population.

**Electronic  
Submission  
Process Trainings**

Monday, December 12  
10:00 a.m. - 11:00 a.m.



Wednesday, January 12  
2:00 – 3:00 p.m.



**All trainings will be held virtually (meeting link will be posted on HCD website). All applicants are strongly encouraged to attend.**

## Electronic Submission Process Tips/Updates

- ❖ The "Applicant Profile" must be completed prior to continuing to the program "Application Stage" because this data integrates into each program application, if an applicant is applying for more than one program. All required documents **MUST** be attached when submitted.
- ❖ **Download and review the list of documents required to be uploaded for each program in advance to help prepare for completing the application.**
- ❖ Documents, narratives, and budgets in the "Applicant Profile Section" are intended to provide information about the applicant's agency, not the program. Program information is specific to the program's application section ONLY.

# Electronic Submission Process Tips

- To print and review applications, select the “Eye” icon in the Profile and Application Homepages.
- Applicants can create a profile using an email and password. The same email may be used. Those who completed a profile in a previous round **will not** have access to the profile previously completed. Profiles and applications but be completed using current links found on the HCD website. **BE SURE TO UPDATE DOCUMENTS AS APPLICABLE.**
- Each Application has a “Save Draft” and “Save” button. It is best to save as a draft until you are ready to submit as a final. Once submitted the application cannot be changed. Please review draft prior to submitting.
- Save a PDF copy by downloading to your computer.

# Additional Funding Programs



- ❖ Memphis Affordable Housing Trust Fund
- ❖ Neighborhood Economic Development Opportunities
- ❖ Multi-Family Housing Program/Affordable Rental
- ❖ Single-Family Housing Program/Affordable Home-Build

## Contract Opportunities

- ❖ Lead Hazard Reduction Program
- ❖ Weatherization Program

# ASK THE PANEL

Program related questions should be directed to the respective program staff.

## General Questions

Remainder of the workshop is an opportunity for attendees to meet with staff from various programs.

Learn more about  
each program

Discuss program  
ideas

Ask questions

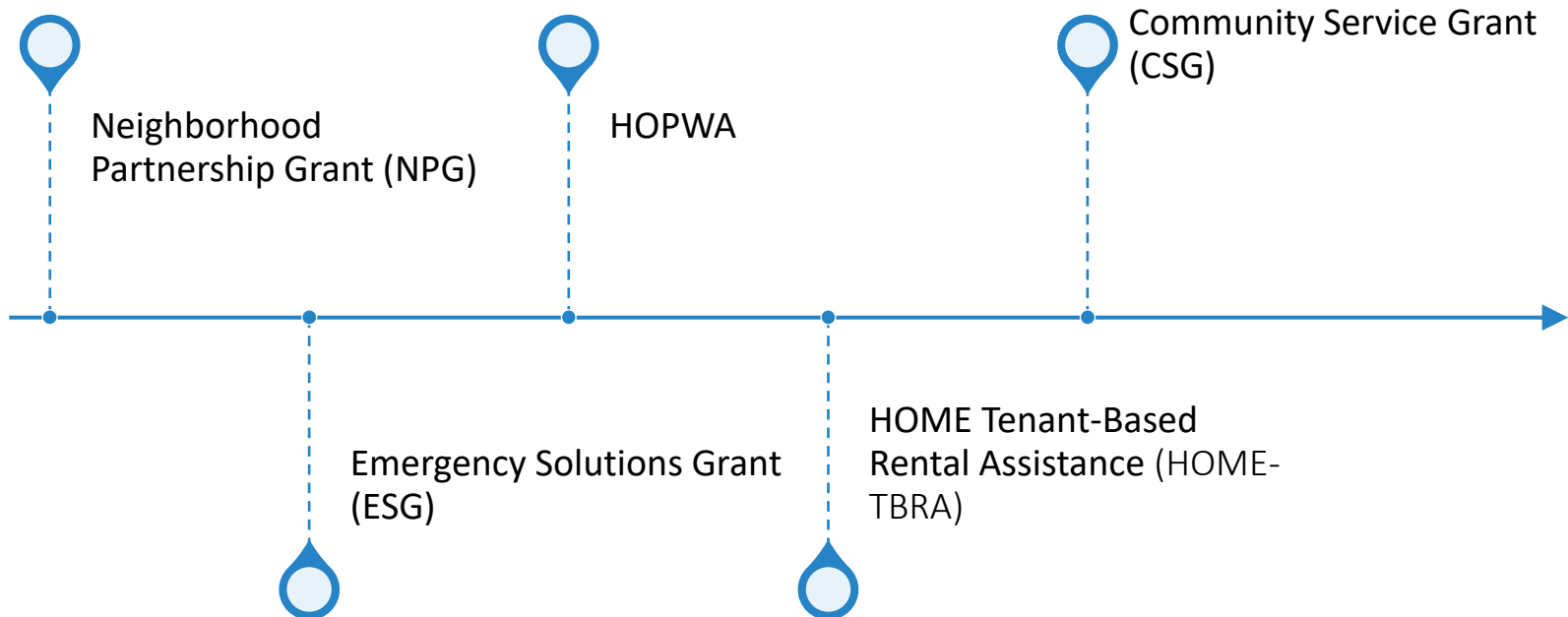
For more information about submitting your grant application contact **Tonya Johnson, Grants Coordinator** at (901) 636-7387 or [Tonya.Johnson@memphistn.gov](mailto:Tonya.Johnson@memphistn.gov).



# Next...

## Breakout Sessions

---



# The End – Thank You for Attending!

---

## For More Information Contact

Felicia Harris, Administrator, Planning and Policy Department

[Felicia.Harris@memphistn.gov](mailto:Felicia.Harris@memphistn.gov)

(901) 636-7403

Tonya Johnson, Grants Coordinator

[Tonya.Johnson@memphistn.gov](mailto:Tonya.Johnson@memphistn.gov)

(901) 636-7387

Program Staff (request connection)

HCD – Receptionist (901) 636-7300

